DATALOCKER®

ENCRYPTDISC™

USER MANUAL

v. 11.3

---------- January 2014 ----------

Contents

At a Glance

3 About EncryptDisc
4 About this manual

Quick Start Guide

5 Setting up the application
7 How to encrypt your data
8 How to burn your data
9 Finalizing EncryptDisc
9 Modify EncryptDisc data
10 How to decrypt your data

Settings

11 Password management
13 Identifying available space

Miscellaneous

14 Product info
15 Copyright & trademark
15 Contact support team

At a Glance

ABOUT ENCRYPTDISC

What It Is EncryptDisc is a recordable CD or DVD that combines encryption capability and disc burning functionality. It offers built-in software for disc burning and government-strength FIPS 140-2 validated 256-bit AES encryption.

There's no software to install and no need for third-party software applications. EncryptDisc addresses the needs of users who require a simple, highly secure method to transport, share, and archive sensitive data and records. EncryptDisc is the proven choice for low-cost, high-capacity encrypted media that adheres to HIPAA, SOX, HITECH and other industry standards.

- **Easy to Use** Simply insert EncryptDisc and create a password when prompted. Drag and drop files to finalize the disc.

- **Automatic Encryption** Protected with government certified FIPS 140-2 Level 1 256-bit AES encryption. (Cert. #819)

- **Securely Share** Users can easily share EncryptDisc from PC to PC either as closed (CD ROM) or open discs for additional updates.

ABOUT THIS MANUAL

Welcome to **EncryptDisc®**, **Version 11.3** media from Data Locker Inc. EncryptDisc is standalone recordable optical media and encryption software created to protect sensitive information. Encryption is designed to prevent unauthorized access to confidential data stored on the EncryptDisc. This user manual discusses how to use EncryptDisc.

The terms *Microsoft* and *Windows* used here are registered trademarks of Microsoft Corporation in the United States and other countries.

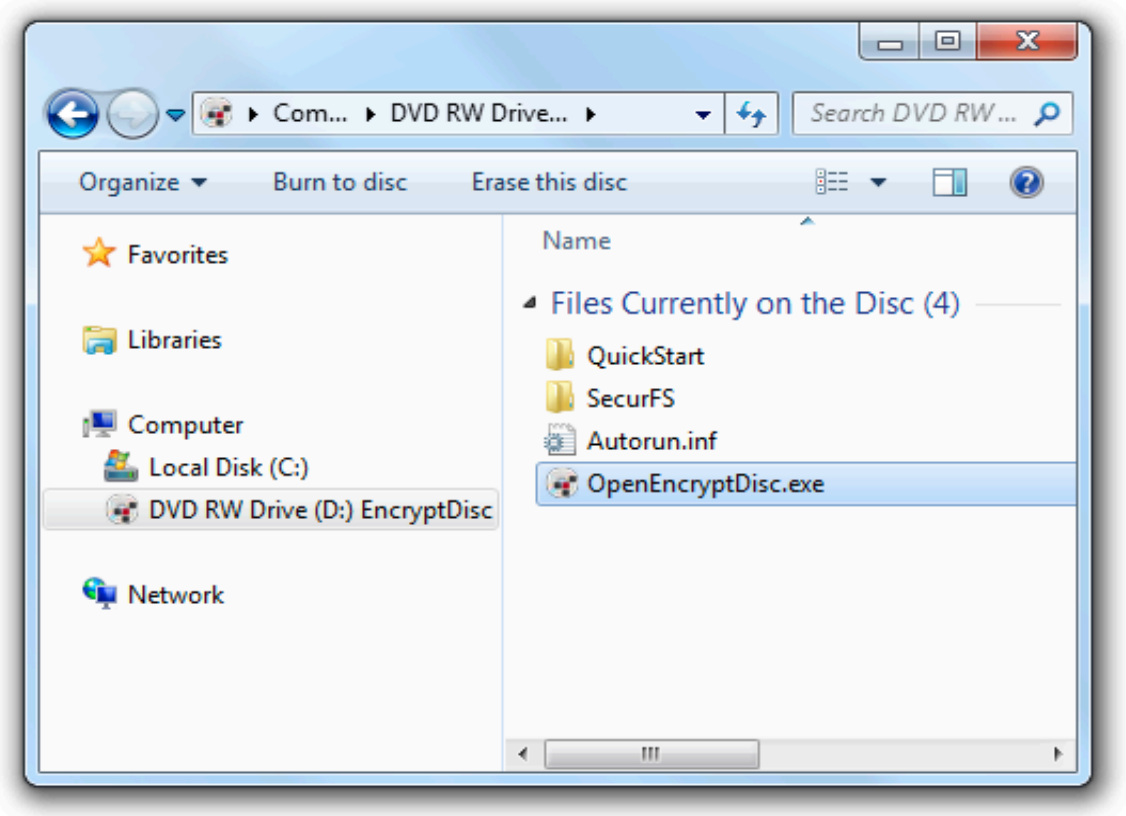
Note: this manual uses *Windows* to refer to…

- Microsoft® Windows® 2000
- Microsoft® Windows® XP
- Microsoft® Windows® Vista
- Microsoft® Windows® 7
- Microsoft® Windows® 8 & 8.1
- Microsoft® Windows® Server 2003
- Microsoft® Windows® Server2008

Getting Started

SETTING UP THE APPLICATION

1. If EncryptDisc does not automatically run, through Windows Explorer or My Computer, navigate to the drive letter that corresponds to your optical drive. Double-click the **OpenEncryptDisc.exe** file.



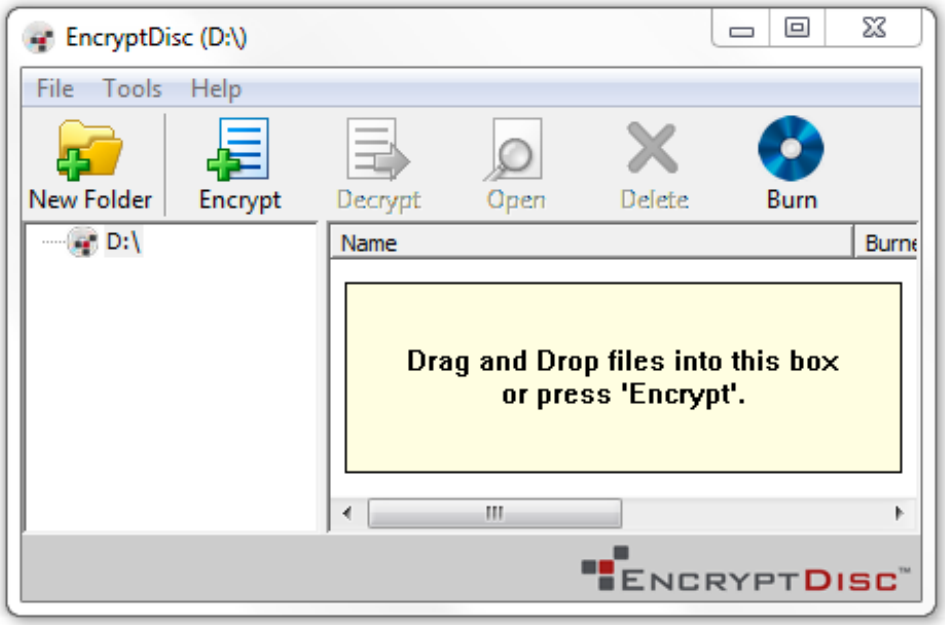
2. After accepting the license agreement, in the **EncryptDisc User Setup** dialog box, enter the password[1] and hint information and click **OK**.

   Important: If you forget both your password and recovery hint, you will be unable to access the encrypted files on your EncryptDisc.

   You must remember either your password or your recovery hint question answer to access your encrypted files.

3. The EncryptDisc window that enables the user to perform all operations,

including encryption, burning, file opening, and decryption, displays.

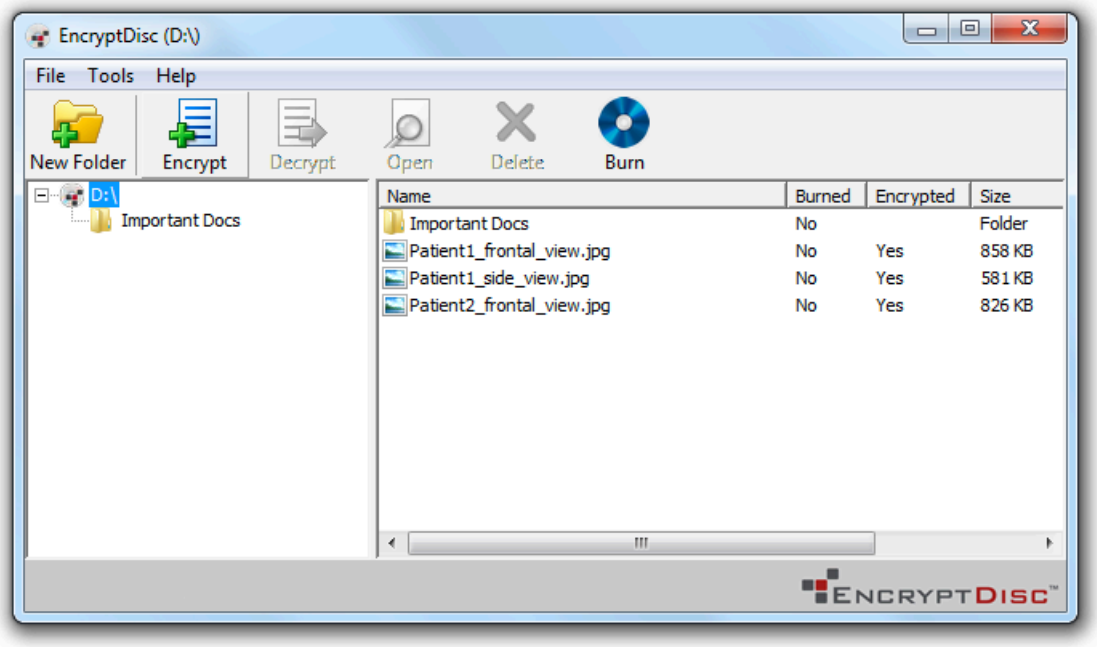


[1] The password is case-sensitive and the hint answer must be eight characters or longer.

HOW TO ENCRYPT YOUR DATA ON ENCRYPTDISC

The left pane of the EncryptDisc main window displays the root drive letter of your drive and a navigation tree of any subfolders you have created. You can create new folders and rename folders as you desire.

Note: While encrypted files always display in the EncryptDisc window, they are only visible through Windows Explorer after you have burned the files to the EncryptDisc.



1. To add folders and/or files through dragging-and-dropping, in Windows Explorer, select one or more files and/or folders.
2. Drag-and-drop the selected items onto a location in the EncryptDisc window.

- or-

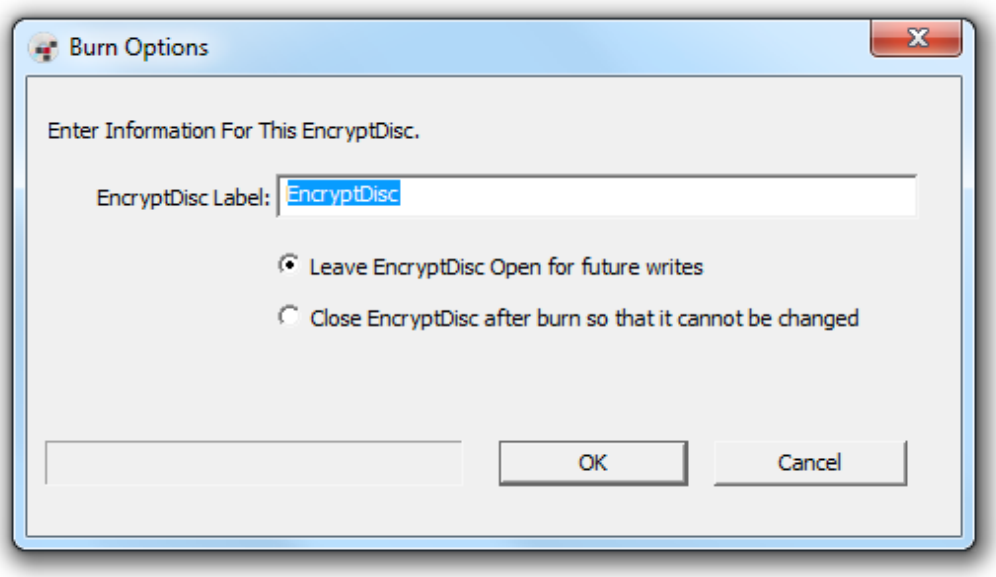
1. In the EncryptDisc window, select the folder location where you want to store the encrypted file or create a new folder and encrypt files to that location.
2. Click the **Encrypt** button.
3. In the **Select Files for Encryption** dialog box, select one or more files to encrypt and click **Open**.

HOW TO BURN YOUR DATA TO ENCRYPTDISC

After you have encrypted one or more files and/or folders, you can burn them to the EncryptDisc. As part of the burning process, you must enter a label for the EncryptDisc and choose to leave the disc open or to finalize it. If you Finalize the EncryptDisc, you can no longer add or update files.

If you close the EncryptDisc application without burning the encrypted files, the EncryptDisc software discards any unburned files/changes.

1. In the EncryptDisc window, click on the **Burn** button in the toolbar.
2. In the **Burn Options** dialog box, enter a word or phrase to help identify the EncryptDisc contents in the **EncryptDisc Label** box.



3. Choose a burning option.
4. Click **OK**.

After you have burned files to the EncryptDisc, the disc is ejected from the burner. Also, the "Burned" column in the right pane indicates that the files have been burned the next time that the EncryptDisc window is open.

FINALIZING THE ENCRYPTDISC WITHOUT BURNING NEW FILES

You can finalize the EncryptDisc at any time even if you do not have new files to burn. Then, you can read the EncryptDisc contents on PCs without a CD/DVD burner.

1. In the EncryptDisc window, click **Finalize EncryptDisc** on the **Tools** menu. The **Burn Options** dialog box displays with the **Finalize EncryptDisc after burn so that it cannot be changed** option selected.
2. In the **Burn Options** dialog box, click **OK**.

After the EncryptDisc has been burned, the disc is ejected from the burner.

OPENING AND UPDATING ENCRYPTDISC FILES

If the user opens an encrypted file, modifies the file, and saves and burns it again, the EncryptDisc software adds the modified version to the encrypted file system and supersedes the previous version.

To open a file, double-click the file shown in the EncryptDisc window.

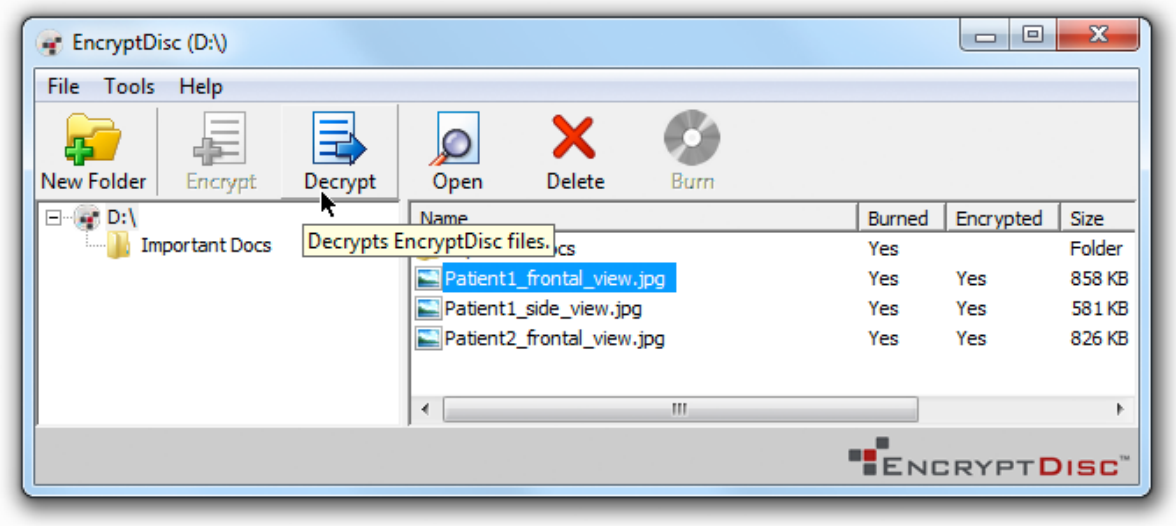
- or -

Select the file and click the **Open** toolbar button.

As long as there is an application associated with the file type installed on the PC, the file immediately opens in the application.

HOW TO DECRYPT YOUR DATA

You can choose to decrypt files and folders to a hard drive or networked drive as well as to removable storage media.



Decrypt by Dragging-and-Dropping

1. In the left pane of the EncryptDisc window, select the folder that contains the file (s) to decrypt and select the file (s) in the right pane.
2. Drag-and-drop the selected items onto a folder displayed in Windows Explorer – or directly to the desktop.

Decrypt Through the EncryptDisc Decrypt Button

1. In either pane of the EncryptDisc window, select a folder to decrypt.

- or -

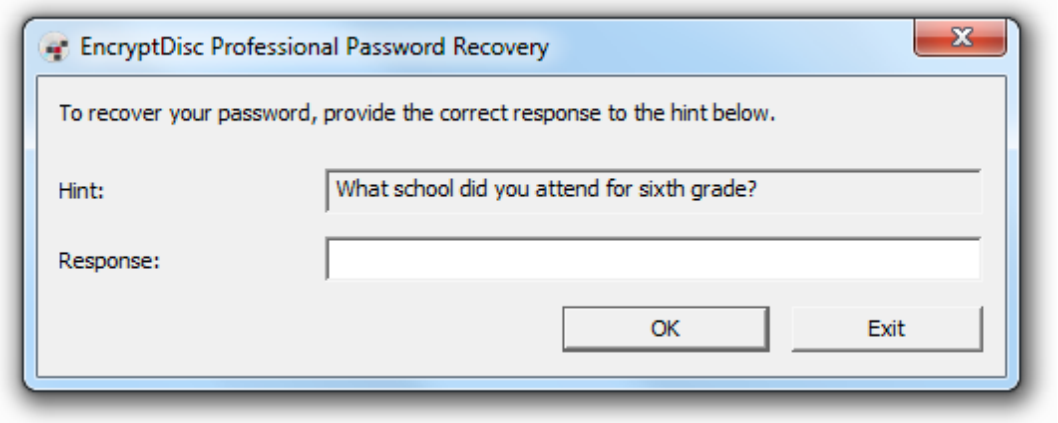
1. In the left pane of the EncryptDisc window, select the folder that contains the file (s) to decrypt and select the file (s) in the right pane.
2. Click the **Decrypt** toolbar button.
3. To decrypt a folder or multiple files, in the **Browse for Folder** dialog box, select the location for the decrypted content and click **OK**. OR To decrypt a single file, in the file saving dialog box, select the location for the data and click **Save**.

Settings

PASSWORD MANAGEMENT

The password recovery feature enables recovering the encrypted EncryptDisc password if it has been forgotten. After unsuccessfully trying to log in, the user can use the hint answer that they previously entered when setting up EncryptDisc.

The user can also modify their password and/or hint question and answer at any time from within the application. If they make any modifications, they must burn the EncryptDisc to apply the changes.


EncryptDisc Professional Password Recovery
To recover your password, provide the correct response to the hint below.
Hint:
What school did you attend for sixth grade?
Response:
OK
Exit

Recover Password

1. When trying to access the encrypted contents, in the **EncryptDisc Login** dialog box, click **Recover Password**.

2. In the **EncryptDisc Password Recovery** dialog box, enter the hint answer into the **Response** box and click **OK**.

3. In the **EncryptDisc Password Recovered** dialog box, click **OK** after noting the password. The **EncryptDisc Login** dialog box displays.

Modify Password

1. In the EncryptDisc window, click **Password** on the **Tools** menu.

2. In the **Change Password** dialog box, enter the existing password in the **Old Password** box.

3. Enter a new password in the **New Password** box, confirm it, and click **OK**.

Modify Hint Question and Answer

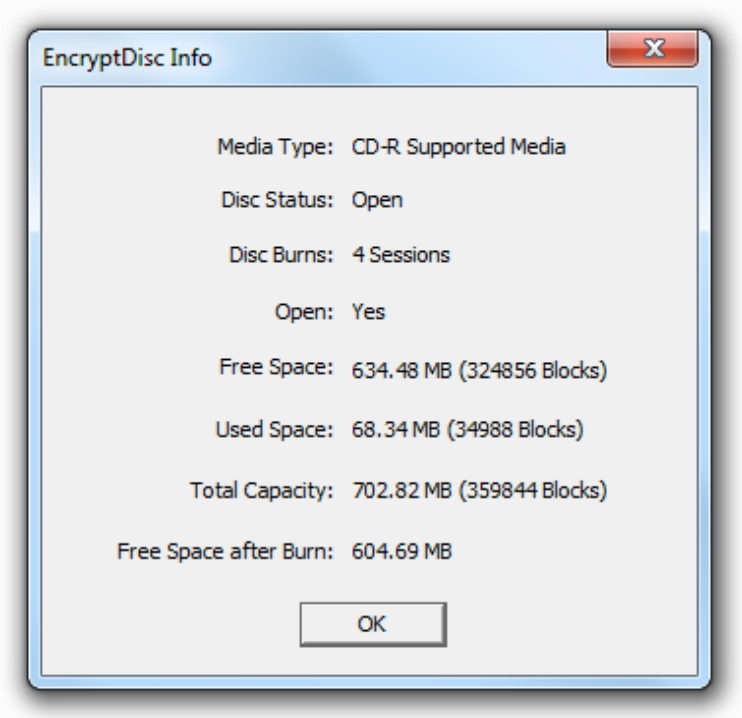
1. In the EncryptDisc window, click **Hint** on the **Tools** menu.

2. In the **Change Password Hint** dialog box, enter a new hint question and answer and click **OK**.

IDENTIFYING AVAILABLE SPACE ON ENCRYPTDISC

You can find out information about your EncryptDisc, including disc type, amount of information burned, and remaining free space on the disc.

In the EncryptDisc window, click **EncryptDisc Info** on the **Tools** menu. The **EncryptDisc Info** dialog box opens.


EncryptDisc Info
Media Type: CD-R Supported Media
Disc Status: Open
Disc Burns: 4 Sessions
Open: Yes
Free Space: 634.48 MB (324856 Blocks)
Used Space: 68.34 MB (34988 Blocks)
Total Capacity: 702.82 MB (359844 Blocks)
Free Space after Burn: 604.69 MB
OK

IMPORTANT PRODUCT INFORMATION

EncryptDisc allows you to protect sensitive information without the need to install any additional software on your PC. Everything you need is already on the EncryptDisc and runs directly from the disc.

PC Administrative Rights. You must have local administrative privileges to burn an EncryptDisc or an administrator must have given you this privilege. If you do not have local PC Administrator rights, you can open, read, and decrypt the EncryptDisc but you cannot add data to it.

Compatibility with Third-party Burning Software. EncryptDisc does not require that you use third-party burning software or built-in burning features of the Microsoft Windows operating system.

Do not use Microsoft Windows Live File System (a feature of Windows Vista and Windows 7) or third-party burning software with your EncryptDisc or your disc may become inoperable when interchanged with other PCs using a different operating system.

Compatibility with Operating Systems. EncryptDisc is supported on **Microsoft Windows 2000, XP Home, XP Pro, Vista (all versions) and Windows 7**. EncryptDisc is not supported on Windows 95, Windows 98, Windows ME, Linux, or any of the Macintosh operating systems. You can encrypt any type of file supported by the Microsoft Windows operating system on an EncryptDisc.

Compatibility with Optical Media. While EncryptDisc is supported on all writable or recordable CD and DVD media (CD-R, CD+R, CD+RW, DVD-R, DVD+R, DVD+RW, DVD RAM), you must have a burner that is compatible with the type of media that you are using. The front panel of your burner may have information about media compatibility. If your burner is incompatible, EncryptDisc will open as read-only media.

Available Space Needed for Encryption and Burning. The TEMP directory on your PC must have available space that is equal to or greater than the size of the files that you are trying to encrypt and burn. Otherwise, you will not be able to encrypt all data.

COPYRIGHT AND TRADEMARK INFORMATION

© 1999-2014, Data Locker Inc. All rights reserved.

Contact the Support Team

If you have any unresolved issues with our product after referring to this manual, give us a call or go to our website to chat with a DataLocker representative.

Phone: (913) 310-9088

Web: datalocker.com

If you would like to contact us outside of our business hours (8:30AM – 5:30PM CST), visit our support page to post your question, and we will get back to you as soon as possible.

Support Site: support.datalocker.com